

OTR 80-1035

19 MAR 1980

MEMORANDUM FOR: Director, Equal Employment Opportunity
Director of Personnel Policy, Planning
and Management

FROM: Donald E. Smith
Director of Training

SUBJECT: Uniform Guidelines

REFERENCE: Memo to ExCom Members from SA/DDCI
dated 21 Feb 80, Same Subject

The DDCI's decision on Uniform Guidelines, forwarded by Reference, require action by the Office of Training on Recommendations 6, 21, 23, and 25. I have tasked OTR officers to implement these decisions as appropriate within the scope of their responsibilities.

a. Recommendation 6 (previously 5): In the DCI area, the Career Training Program and Directorates other than the Directorate of Operations, the Office level components concerned collect applicant flow data for professionals and technicals by specific job category (i.e., occupational grouping, such as Career Trainee, Economist, Electronic Engineer, Security Officer).

OTR Action Officer: Chief, Career Training Staff

b. Recommendation 21 (previously 22): The Director of Training and the Director of Equal Employment Opportunity be responsible for determining when selection for "training" in the Agency is an employment decision under the Uniform Guidelines.

OTR Action Officer: Chief, Training Support Division

Within OTR, the Training Support Division (TSD) is responsible for ensuring that Agency applicants for training conducted by OTR meet established criteria for enrollment and that proposed attendance in external courses meets binding statutory and administrative

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requirements. The decision as to which employees are nominated, however, rests with individual Agency components, as does the question of whether the training is an "employment decision" under the Uniform Guidelines. If data on the subject is required on this point, it will have to be collected from throughout the Agency. (In FY 1979, there were 6656 registrations in OTR courses and 4163 external registrations.)

c. Recommendation 23 (previously 24): The Chief, Psychological Services Staff, the Director of Training, and the Director of Personnel be responsible for the formulation of a comprehensive testing policy to be coordinated with the Director of Equal Employment Opportunity and incorporated into the Headquarters Regulations.

OTR Action Officer: Chief, Career Training Staff

d. Recommendation 25 (previously 26): The Directors of Training, Equal Employment Opportunity, and Personnel be jointly responsible for developing a Uniform Guidelines training program.

OTR Action Officer: Acting Chief, Management School

The Management School has been tasked to incorporate a Uniform Guidelines segment into the Management for Equality of Opportunity course and to include Guidelines instruction as appropriate in other management courses conducted by OTR. The Acting Chief, Management School will coordinate this effort with the Office of Equal Employment Opportunity to determine the most effective way of conducting this training.

STATINTL


Donald E. Smith

cc: DDA